



King County Board of Ethics
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KING COUNTY BOARD OF ETHICS MEETING NOTICE

When: Monday, September 16, 2002, at 4:30 p.m.

Where: Bank of California Building
900 Fourth Avenue, 4th Avenue and Marion Street, Seattle
5th floor conference room, northwest corner of building

AGENDA

1. ***Approval of Agenda***
2. ***Discussion of Meeting Minutes.***
3. ***Approval of Meeting Minutes of April 15, 2002, and August 19, 2002.***
4. ***Ethics Legislation.*** Proposed Amendment Relating to Post Employment Provision. Board review and action.
5. ***Statements of Financial and Other Interests--Filing Year 2002.*** Board review and approval.
6. ***Meeting with Executive.*** Report by Chair.
7. ***Staff Report.***
 - Disposal of Archived Ethics Documents
 - WSEC—Board Attendance

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ALTERNATE FORMATS AVAILABLE

Minutes of the September 16, 2002, Meeting of the King County Board of Ethics

The September 16, 2002, meeting of the King County Board of Ethics was called to order by Chair Price Spratlen at 4:30 p.m. Board members in attendance were:

Lois Price Spratlen, Ph.D., Chair
Margaret T. Gordon, Ph.D.
Rev. Paul F. Pruitt

Mr. Roland H. Carlson had an excused absence.

Others in attendance:

Ms. Catherine A. Clemens, Administrator, King County Board of Ethics
Mr. James J. Buck, Administrative Services Manager, Department of Executive Services
Ms. Cheryl Carlson, Senior Deputy Prosecuting Attorney

1. *Approval of Agenda.* Rev. Paul Pruitt moved and Dr. Gordon seconded that the board approve the proposed agenda. The board unanimously adopted the motion.

2. *Discussion of Meeting Minutes.* Ms. Clemens briefed the board. She first drew the members' attention to her memo that was written to aid the board in its deliberations on appropriate meeting minutes. The memo included information on minute-taking by other ethics agencies; comments on meeting minutes generally; and comments on minute-taking for the King County Board of Ethics specifically. Board members and board counsel discussed related issues including: potential harassment by an accuser; privacy versus accuracy and complete reporting; relevant laws; notifying affected parties; modifying or altering historical documents; publishing minutes on the ethics web site; accessibility of ethics-related documents to the public and employees; and the public's 'right to know' as it relates to the work of the ethics board. Chair Price Spratlen summarized the agreement of the board related to instances where allegations are made against a particular person or during requests for advisory opinions. In those cases, the minutes must be accurate, may omit the name of the individual against whom the allegation is made; may identify the individual's position; may be published on the web site; but may not violate any law. Rev. Pruitt thanked Ms. Carlson for bringing this important issue to the board's attention.

3. *Approval of Meeting Minutes of April 15, 2002, and August 19, 2002.* Rev. Pruitt moved and Dr. Gordon seconded that the board approve the April 15, 2002, meeting minutes as written. The board unanimously adopted the motion and the minutes were approved. Dr. Gordon moved and Rev. Pruitt seconded that the board approve the August 19, 2002, meeting minutes. The board unanimously adopted the motion and the minutes were approved.

4. *Ethics Legislation.* Ms. Carlson reviewed with the board the three sections it had asked to be re-written for clarification during the August 19th meeting: Section B. Members of County Boards and Commissions; Section J. Allowing Former Employees to Accept Future County Employment; and Section K. Allowing Former Employees To Contract with County with Certain Exceptions. Following discussion,

Dr. Gordon moved that the board adopt the proposed amendment to the post employment provision under the Code of Ethics; Rev. Pruitt seconded the motion and the board unanimously adopted the motion.

Chair Price Spratlen directed the administrator to draft the transmittal documents and deliver those documents to Mr. Buck. Upon receipt, Mr. Buck will forward the documents to the executive for review so that, upon his approval, he may forward the matter to the county council.

5. *Statements of Financial and Other Interests--Filing Year 2002.* Ms. Clemens reviewed with the board the statements of financial and other interests for employees and board members for the upcoming disclosure program. Following comments and discussion, Rev. Pruitt moved to accept the statements of financial and other interests for employees and board members for filing year 2002. Dr. Gordon seconded the motion and the board unanimously adopted the motion.

6. *Meeting with the Executive.* Chair Price Spratlen reported that she and Rev. Pruitt met with the executive and CAO Paul Tanaka on September 4, 2002, in the executive's offices in the King County Courthouse. Items of discussion included a review of the HUM guidelines; expired board terms; and the proposed amendment to the post employment provision.

At 5:35 p.m., the Chair requested that the meeting move into executive session. The Chair announced that the executive session would conclude in ten minutes. At 5:58 p.m. the board completed the executive session and resumed its regular meeting.

The Chair directed the administrator to contact board members by e-mail and ask them to identify potential board candidates and submit those names to the office by September 26, 2002.

7. *Staff Report. Disposal of Archived Ethics Documents.* Ms. Clemens discussed documents from the ethics office now archived in a King County storage facility. The administrator noted that, of a total of 30 boxes of statements of financial and other interests, ten boxes have exceeded the state-required retention schedule of six years. She asked board approval to direct the county archives division to dispose of those documents. Ms. Carlson noted that the documents may not be destroyed if any are involved in current litigation or subject to a public disclosure request. Ms. Clemens assured the board and counsel that no documents fell into those categories. Dr. Gordon moved, and Rev. Pruitt second, that the ten boxes containing statements of financial and other interests held in archives over the retention schedule of six years be disposed of in an appropriate manner; the board unanimously adopted the motion. Washington State Ethics Conference—Board Attendance. Ms. Clemens encouraged all members to attend the December 3rd WSEC, particularly since a special session specifically for board members has been included. Chair Price Spratlen directed that the conference be a topic on next scheduled meeting following the event.

Dr. Gordon moved and Rev. Pruitt seconded a motion to adjourn the meeting. The board unanimously approved the motion and the meeting was adjourned at 6:11 p.m.

Approved this 24th day of October, 2002, by the King County Board of Ethics.

Signed for the Board: _____
Dr. Lois Price Spratlen, Chair